



Department of Energy

Washington, DC 20585

(enter date here, centered revised template April 26, 2013)

The Honorable Harold Rogers
Chairman, Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515

The Honorable Barbara A. Mikulski
Chairwoman, Committee on Appropriations
U.S. Senate
Washington, DC 20510

The Honorable Rodney P. Frelinghuysen
Chairman, Subcommittee on Energy
and Water Development
Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515

The Honorable Dianne Feinstein
Chairman, Subcommittee on Energy
and Water Development
Committee on Appropriations
U.S. Senate
Washington, DC 20510

Subject: Section 311 Notification to Make a Non-competitive Financial Assistance Award

Dear Chairmen Rogers, Mikulski, Frelinghuysen and Feinstein:

No earlier than three full business days from the date of this notification, the Department of Energy intends to award an action over \$1,000,000 in accordance with Section 311 of P.L. 112-74 and as continued in P.L. 113-6.

This information is market sensitive, predecisional and not public at this time. Accordingly, we request that you do not further disseminate this information. If you are considering disseminating this predecisional information, we respectfully request that you consult with the Department prior to making such a decision.

The action, in support of the Department of Energy, *(insert the name of the DOE Office that this action supports)*, is as follows: *(State the following in bullet format*

- Funding is being provided for Notice Number (fill-in), entitled "*provide title*". The dollar value of this award is *(\$ dollar amount to the nearest dollar to include cost share if it applies; list cost share separately)* from fiscal year 20(*XX enter fiscal year*) appropriations. These funds are from *(program office name and program names)*. *(If the award uses multiple FY funds or multiple program offices and/or program names, then the notice will need to provide this information and the dollar amount per program name. See AL/FAL for sample table.)*
- The grant number is *(fill-in)*.
- The selectee is *(name of the selectee)* in *(name city and state)*.

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Staff from the Office of Budget, Office of the Chief Financial Officer will follow up with additional details as appropriate. If you have any questions, please contact the Office of External Coordination at 202-586-4180.

Sincerely,

*Name of Head of Contracting Activity or
delegated Procurement Director
Title
Contracting Activity Office Name*

cc:

The Honorable Nita M. Lowey
Ranking Member
Committee on Appropriations
U.S. House of Representatives

The Honorable Richard C. Shelby
Ranking Member
Committee on Appropriations
U.S. Senate

The Honorable Marcy Kaptur
Ranking Member
Subcommittee on Energy and Water Development
U.S. House of Representatives

The Honorable Lamar Alexander
Ranking Member
Subcommittee on Energy and Water Development
U.S. Senate

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